

RENEWALS

CE Submission Form & JP Exam

[Renew Online the OT License with Exam Keycode](#)

[Renewal Online the OTA License with Exam Keycode](#)

[Download the paper Renewal Form](#)

Requirements and Procedures

All Occupational Therapy Practitioners in Texas must renew their licenses every two years before their expiration at the end of the licensees' **birth month**. The Board notifies all active and inactive licensees approximately two months before the licenses expire, but the ultimate responsibility for timely renewal falls on each licensee. In other words, even if you do not receive a renewal notice, you are subject to late fees and disciplinary action if you continue to practice after your license expires.

The requirements for renewal are:

1. The renewal fees: (see [current fees](#)) and completion of the renewal form, on paper or online.
2. Completion of the required Continuing Education (CE) 30 contact hours with a minimum of 15 of the CE contact hours in Type 2 reported on the **CE Submission Form**
3. Passing score on the Jurisprudence Examination

4. Current and correct information on your home and/or business contact information (address and phone number) A Physical Home Address is required, but you may also supply a different mailing address.

Submit all items above prior to the license expiration date to avoid late fees.

IF YOU ARE LATE:

- If your license expires before you receive the renewal certificate, you must stop practice until the current license is in-hand.
- If you are late 90 days or more in renewing your license, you must submit proof of your CE.
- Please see Chapter 370, License Renewal for the complete rule text regarding renewals and Chapter 367, Continuing Education for information about continuing education requirements.
- Requirements and fees are subject to change at any time due to legislative, judicial or board action.

Last Minute Online Renewal - You may renew your license at any time in the three months prior to its expiration date. The Texas Online System is occasionally unavailable due to scheduled and unscheduled maintenance, other maintenance and issues beyond the agency's control. If your renewal is delayed by these or other events and you do not complete the renewal process before midnight on the day your license expires, you will be subject to late fees.

Take the Jurisprudence Exam (for renewals) and when you pass the exam, you will receive an Exam Keycode. This is a combination of letters and numbers which you need to use as your password to access the renewal application and payment system,

The online renewal process is available to current, active licensees only. Those wanting to change their status, or wanting to renew through the mail must use the paper renewal form which may be printed out from the [Forms](#) page.

FREQUENTLY ASKED QUESTIONS

1. Why can't I leave the CE Submission Form and get to the JP Exam. It keeps reloading.

CE Submission Form Instructions and Helpful Tips

- Only enter Type 1 or Type 2 on each line; if the course or conference had both, enter the Type 1 on one line and the Type 2 on another line.
- The form will only accept one number after the decimal point, thus 5.5 is OK, but 5.75 will not be accepted.
- Abbreviate the titles
- If you need more space for more activities, click on Continue/Add More. If you have entered sufficient hours, as in the above example, click on Continue/Add More and the page will take you to the JP Exam.
- **Note:** Do not be alarmed if the CE Submission Form takes to the JP exam before you have entered all of your CE courses. The program is looking for a total of 30 hours with a minimum of 15 in Type 2. If you are audited you will be able to send in copies of your entire CE activities, not only the ones on this form.

2. Can I work with the Receipt page from my online renewal?

Yes. However you need to contact the board in two weeks if you have not recieved the renewal card. The receipt only allows you to work for up to 30 days. If you do not print out the receipt page, the agency personnel do not have access to that page, so you will have to wait to recieve the renewal card. Procrastinators beware!